

## NSH Individual Personal Property “Allowables List”

Revised: October 27, 2005

**The following “Allowables List” applies to individuals in all Programs, except Program 4. The list identifies items that clients in these programs may have and whether they can be received by mail, purchased through the Hospital’s Café, purchased from a vendor (factory sealed), and/or if the individual can only have the item under staff supervision.**

**NOTE:** All electrical appliances and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plug, (refer to NSH AD # 288). Electrical appliances and/or equipment delivered to the Hospital for client possession shall be inspected by the Electric Shop prior to delivery to the individual or the unit. Electrical appliances and/or equipment in non-compliance shall be returned to sender/vendor.

ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHASED THROUGH NSH CAFE	PURCHASED THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
ADDRESS BOOK	X	X	X		No metal binding
AIR FRESHIONER		X	X		Limit of one (1)
ALBUM, PHOTO	*X	X	*X		No metal binding, limit two (2)
APPLIANCES, ENTERTAINMENT <b>NOTE:</b> All electrical appliances and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U-Ground hospital grade plug, (refer to NSH AD # 288). Electrical appliances and/or equipment delivered to the Hospital for Individual possession shall be inspected by the Electric Shop prior to delivery to the individual or the unit. Electrical appliances and/or equipment in non- compliance shall be returned to sender/vendor.	X	X	X		Limit of ten- (10) hand held video games. Radios CD and/or tape players – limit of one (1) each. 12x20x6-inch size limit. No detachable speakers, or detachable cord without prior approval of the Program Director/designee; no external recording devices; however, audio equipment which can record directly from an internal source (radio or CD to tape only), is acceptable. No CB or police band. Limit of one (1) Walkman type radio which must not include voice over feature and not exceed \$160.00. Alarm function is acceptable.
ANTENNAS	X	X	X		Program Director approval: Limit one (1); type and style that accompanies TV upon delivery.
ART SUPPLIES:	X	X	X		Chalk pastel colors-1 box, 12 sticks Crayons-1 box, 16 colors
BATHROBE MEN & WOMEN					Limit one (1) State issue.
BATTERIES	X	X	X		Limit at unit discretion to accommodate need.
BEANIE/CAP; KNIT	X	X	X		Limit one (1) State issue and One (1) Individual purchase. Non-offensive, non-gang related.

BELT BUCKLES	X		X		2x3 inch limit, no sharp edges. Limit 1
BELTS					State issue – Khaki. limit of one (1).
BEVERAGES		X	X		Ice tea, juice, nectar, and soda. All plastic containers (no metal lid or tops).
BICYCLE	x	x	x		Open units, prior approval from PD.
BINDER (THREE RING)					No metal binding or rings limit one (1) WRP TEAM Approval
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
BRAS	X		X		Limit of seven (7), State issued/Individual purchase; (No under-wire). (May include "Sports Bra's")
CALCULATOR	X	X	X		Calculator, translator, organizer, etc. hand held with up to four (4) modules/cartridges.
CALENDAR: POCKET, PAPER	X	X	X		1 each; no wire or hard plastic in binding
CANNED GOODS	X	X	X		Open unit, kept in staff controlled storage area; Empty can given to staff.
CANDY		X	*X		Non-contraband container.
CAPS	X	X	X		Limit one (1) State issue and one (1) Individual purchase. Non-offensive, non-gang related logos and no solid blue or red
CASH/COINS \$50 LIMIT					\$50 limit in possession at any time.
CARDS GREETING	X	X	X		
CARDS PLAYING	X	X	X		Regular and pinochle.
CD Holding Case	X	X	X		Cloth/Mesh material with plastic zipper only. Limited one (1).
CHAP STICK		X	X		
CHARGER, BATTERY	X		X	C	Cordless; needs prior approval of Program Director/designee. Chargers with cord require staff supervision.
CHEESE		X	*X		Non-contraband container.
CIGARETTES		X	X		Limit of three (3) cartons.
CIGARS		X	*X		Limit of fifty (50).
CLOCK, ALARM		X	X		Plastic; 3" X 5" or smaller. No cords Battery type only, 2-AA: No electric style/type,
COCOA MIX		X	*X		

COFFEE, INSTANT/OR INDIVIDUAL PACKETS		X	*X		Not to exceed three (3) pounds; DECAFINATED ONLY. Non-contraband containers.
COFFEE POT GRINDER/MUG	X	X	X		Open unit, stored in Individual kitchen; As space allows determined by U.S.
COLOGNE, PERFUME		X	X	S	Including after-shaves, etc. Reasonable quantities; No glass containers, plastic only.
COMB, PLASTIC	*X	X	*X		Limit of one (1).
COMFORTER		X	X		Limit of one (1) can be Individual made, must be washable.
COMPACT DISKS OR CASSETTE TAPES (AUDIO)	*X	X	*X		Limit of twenty (20) (Any combination totaling 20).
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUGH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
COMPUTERS	X		X		Lap Top only; NO CDR-REWRITE CAPABILITY Requires Program Director/designee approval.
Computer: I-MAC	X		X		Requires Program Director/designee approval. (NEW ITEM) NOTE: 30 ILB. Weight restriction is waved for this item.
COMPUTER SOFTWARE	*X		*X		Computer applicable software; data storage type. Total of 10; either 3.5 floppy disks or CD data disks
COSMETIC/TOILETRY BAG	X	X	X		1 each; clear vinyl, plastic
CONVERTER, VOLTAGE	X	X	X	C	For radios, TV's, games, etc. Converters with cord need prior approval of Program Director/designee.
CONTAINERS, TUPPERWARE	X	X	X		Must be able to fit in 1'x1' cubic locker.
COSMETICS, MAKE-UP		X	X		Limit only one (1) of each item. No glass. Compacts may not contain glass mirrors.
CRAFT PROJECTS	*X		*X	S	
CREAMER, NON-DAIRY		X	X		Not to exceed two (2) pounds.
CUP OR TUMBLER, SOFT PLASTIC (Also See MUGS)	X		X	X	Limit of two (2) sport containers is permitted. Thermal cups/tumblers
CURLING/ STYLING IRON	X	X	X	C	Limit of one (1).
DENTAL FLOSS	X	X	X	S	
DENTURE ADHESIVE	X	X	X	S	
DENTURE CLEANERS		X	X	S	Tablets only.

DVD PLAYERS &/OR VIDEO TAPE PLAYERS	X	X	X		1 DVD Player, or, 1 VCR Player, or, 1 Combination VCR/DVD Player. Prior approval of the Program Director/designee
EMERY BOARDS	X	X	X		No metal.
Fanny packs	X	X	X		Limit one(1), Plastic, no metal frame, Velcro strap. (NEW ITEM)
FRESH FRUITS/VEGETABLES		X	X		Non-contraband container; Not requiring refrigeration, to be kept in patient food locker.
GLOVES, PLAIN	X		X		No leather, no studs, jewelry, etc. One (1) pair only.
GLOVES, WEIGHT LIFTING	X		X		Two (2) pairs only.
GUITAR STRINGS	X		X	C	Nylon/gut with prior approval of Program Director/designee.
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUGH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
HAIR BRUSH	X	X	X		Plastic only
HAIR DRYERS			X	C	Limit one (1).
HAIR GROOMING AIDS		X	*X		Vendor items received in plastic, sealed containers. Alcohol based items require supervision.
HAIR PICK	X	X	X		Plastic only. Limit one (1).
HAIR ROLLERS	X	X	X		
HAIR TIES/BANDS	X	X	X		Nylon/Rubber: 1" – 2" in Diameter; For use in Grooming of hair, only
HAIR SPRAY		X	X		Non-aerosol, pump only, plastic container only.
HANDKERCHIEFS (WHITE)	X		X		Limit of seven (7), State issued.
HANGERS, CLOTHES	X	X	X		Soft plastic, limit of six (6).
HAT WITH BRIM					State issue only limited (1)
HEAD PHONES	X	X	X		Limit one (1).
HYGIENE PRODUCTS		X	X		Soap, deodorant, Kleenex, sanitary pads, tampons, non-aerosol products, pump only, within reasonable limits for both men and women. No glass containers.
INSTRUMENTS, MUSICAL	X	X	X	C	Guitars, etc., Nylon/gut strings with prior approval of Program Director/designee.
JACKET, KHAKI/ MEN & WOMEN					Limit one (1) State issued.
JEWELRY	X	X	X		Chains, rings, necklaces, single strand only. No sharp edges. Not to exceed \$160 per item. Earrings must be flat and no larger than a quarter. All others must be breakaways.

<b>Keyboard, Electric: (Casio Type/Style)</b>			<b>X</b>		<b>Approved by Program Director or Designee. Must fit within Personal Locker.</b>
LANYARD					Limit one each (1); State Issued only
LAUNDRY PRODUCTS		X	X	S	Sealed packages only. No bleach.
LIGHTERS	X		X		Open unit, control by staff while on unit, checked in and out of nursing station as Individuals enter or leave unit
LOTION, HAND		X	X		
MEDICAL PROSTHESIS	X		X		Eyeglasses, dentures, hearing aids, artificial eyes, limbs, braces, etc. requires physician's approval. Must be processed through Medical Ancillary Services.
MILK, DRY		X	X		Not to exceed two (2) pounds.
MINERAL OIL		X	X		
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUGH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
Mugs (hot/cold); Plastic	X	X	X		Must be 16-20 ounce only. Limit one (1). No offensive prints/stickers. Change Allows for Sale at "Our Café" 1&2
NIGHTGOWN/ WOMEN					Limit two (2), State issued.
NUTS		X	*X		Non-contraband container. No shells.
PACKAGE FOOD		X	X		Bagels, beef jerky, cake, cereal, chips, cookies, crackers, doughnuts, pastries, pop-corn, pretzels, instant soup, top ramen, not requiring refrigeration, to be kept in Plastic Container in Unit Canteen used for Individuals to maintain food goods. Reasonable amounts (generally defined as "to be consumed in a single day") may be stored in personal locker in proper container or Zip Lock Bag.
PAJAMAS/ MEN & WOMEN					Limit two (2), State issued.
PANTS/MEN, KHAKI					Four (3) pairs, State issue.
PANTS/WOMEN, BROWN					Four (3) pairs, State issue.
PEN, BALL POINT					Limit of one (1), State issued plastic, Not to exceed 3 1/2 inches, non-removable tube.  EXCEPTION: Long Pens/standard size pens are approved for Individuals residing on Open-Units pending approval of I.D. Team. Limit: One each, (1).
PENCIL					Limit of one (1), State issued.
PERFFUME/ COLOGNE		X	X		Open unit, kept in staff controlled locked storage area

PHONE CARDS	X	X	X		1 each in Individuals possession; \$ 20 limit
PIPE, SMOKING	X	X	X		Limit of three (3).
PLASTIC BAGS; "ZIP LOCK TYPE"		X			3 Each (3): One Gallon size; 12" X 12". For Storage of Food Items kept in Personal Locker identified in "Package Foods" Section
POLISH REMOVER, NAIL	X	X	X	S	Reasonable quantity. No glass, clear plastic container.
POLISH, NAIL	X	X	X	S	Reasonable quantity. Glass container OK
PHOTOS	X				No photos of patients that might pose a threat to security such as being used to make an employee I.D. badge.
POWER CORD/ SURGE PROTECTOR		X	X		1 each; 6 plug variety; 8" X 2" X 2". Pre-inspection by NSH Electric Shop required prior to use. Units purchased through OUR CAFÉ have been pre-approved for use on units. Those purchased through vendors must be inspected by the NSH Electric Shop prior to Individual possession and use on Units.
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUGH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
PUBLICATIONS	X	X	X		One (1), current newspaper <b>10 books or magazines</b> Requires prior I.D. Team approval before ordering. Final approval contingent on review by I.D. T. after receipt. Any publication that depicts or encourages sexual acts with children or behavior that may result in tissue damage will be considered contraband. Any other publication may only be denied following Hospital policy and procedures for denial of rights for cause.
PUNCH MIX, POWDERED		X	X		In sealed container or envelope; Not to exceed three (3) pounds.
PURSE, CLUTCH	X	X	X		Limit of one (1), no metal frame, no strap.
RAZORS, ELECTRIC	X	X	X	S	I.D. Team approval.
RELIGIOUS MATERIAL	X		X		
REMOTE CONTROL DEVICES; Including Universal	X	X	X		One per approved electronic appliance
SANDALS, THONGS Outdoor Style/type (BIRKENSTOCKS)		X			Outdoor Style/type: May be purchase through Our Café.  Limit one (1) pair. No Metal
SEASONINGS		X	X		Open units, plastic container, stored in Individual kitchen
SHAMPOO, NON-MEDICATED		X	X		
SHAVING CREAM		X	X	S	
SHIRTS, KHAKI/					Limit four (4), State issued.

COLLARED, MEN & WOMEN					
SHOES, TENNIS			X	C	Limit two (2) pairs: 2 velcro type; or, One (1) velcro, One (1) athletic type, No shoe laces. (Shoe laces to be staff controlled).
SHORTS, GYM: MEN – KHAKI WOMEN – BROWN					Limit one (1), State issued.
SHORTS, KHAKI, MEN – KHAKI WOMEN – BROWN					Limit three (3), State issued.
SLIPPERS, SOFT			X		Flexible, foldable; limit of one (1) pair.
SOAP BOX, PLASTIC		X	X		
SOCKS, PAIR	X		X		Limit of seven (7), no nylon.
STAMPS		X	X		2 Books, first-class stamps in possession at any time. Pre-stamped embossed envelopes may be substituted for stamps.
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
STATIONERY		X	X		Envelopes, writing paper, etc.
SUGAR, INDIVIDUAL PACKETS		X	X		Including substitutes, not to exceed one (1) pound.
SUNGLASSES	X	X	X		Wire frames permitted. Limit of one (1) pair.
SUSPENDERS	X	X	X		Limit of one (1) non-state issue
SWEATPANTS, MEN – KHAKI WOMEN – BROWN					Limit Three (3), State issued.
SWEATSHIRT, KHAKI, Men & Women					Limit Three (3), State issued.
TAPES (AUDIO) CASSETTES	*X	X	X		Refer to "Compact disk" Section.
TEA, INSTANT/BAGS		X	*X		Not to exceed three (3) pounds or 100 bags (May not contain any pharmaceutically active substance or caffeine).
TELEVISION, 13" TV/VCR or 13" TV/DVD	X		X		Must fit within Personal Locker. TV/VCR, 14 ¼"X15 3/4"X15", TV/DVD, 14 ½"X 15"X15" (limited 1) Program Director approval  NOTE: All electrical appliances and/or equipment must be double insulated (must be so labeled by the manufacturer), or equipped with an additional conductor in the cord and have a 3 pin U- Ground hospital grade plug, (refer to NSH AD # 288).  Electrical appliances and/or equipment delivered to the Hospital for Individual possession shall be inspected by staff of the NSH Electric Shop prior to delivery to individual's or residential units.  Electrical appliances and/or equipment in non-compliance will

					be returned to sender/vendor
TOBACCO, PIPE or CIGARETTE; loose		X	X		Not to exceed one (1) pound at any time.
TOOTHBRUSH LOCKED UNITS					Limit of one state issued short handle
TOOTHBRUSH OPEN UNITS	X		X		Limit of one
TOOTHPASTE		X	*X		
T-SHIRTS, KHAKI OR WHITE, MEN & WOMEN	X		X		Limit of four (4) State issued. White purchased by Individual.
TYPEWRITER	X		X	C	Not to exceed \$160 in value. Requires prior approval of Program Director/designee.
TYPEWRITER CORRECTION TAPE	X	X	X		Includes ribbon cassette.
ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHED THROUH NSH CAFE	PURCHASE THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
UNDERPANTS; LADIES	X		X		Limit Of Seven (7), Any Color. (Allows for items other than State Property)
UNDERSHORTS, UNDERWEAR; MEN	X		X		<b>Colored Briefs Allowed; White Boxers, only. Limit of seven (7).</b>
THERMAL UNDERWEAR TOPS/BOTTOMS	X		X		Must be white or off white in color. Limit 2 pair. (INDIVIDUAL/FAMILY PURCHASES)
VASELINE		X	X		
VIDEO CASSETTE TAPES and DVD's; (film/movie)	X* (Exceptions noted in comments section)	X	X*		Limit (10) Video Cassettes or DVD's in personal possession at any time. Factory Sealed, Movie Industry films: G-Rated, PG-13 Rated and Documentary or Educational films are allowed. R-rated films allowed with prior review and approval of NSH Movie Screening Committee, published on NSH Approved Movie List for R-rated Videos (No X-rated or " Sexually Explicit" films at any time.) *Video Tapes of "significant family events"* may be mailed from family members with prior approval of the Tx. Team. Tapes of this nature are counted in limit of 10. Tx. Team must review tapes prior to possession by Individual.
VIDEO GAMES; HAND HELD	X*	X	X*		2 Each: With approval of ID Team Prior to purchase or order. ("Game-Boy" variety, hand held.) NO Excessively violent nor Sexually Inappropriate Game Content Allowed).
WALLETS		X	X		Limit (1) None Metal
WATCHES	X	X	X		Limit one (1), not to exceed \$160 in value; No sharp edges. Alarm feature is allowed.



WAVE CAP/ DO RAG	X	X	X		Limit one (1): black only; On Unit Only
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Key: C – Controlled Item: Staff retains custody of property and issue to Individual, does not require direct supervision during use.

S – Supervised Item: Staff retains custody of property and supervises Individual during use.

X – Allowable Item: Item is allowable to Individual. Item may be a controlled or supervised as identified.

## NOTE:

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Electrical appliances and/or equipment delivered to the Hospital for Individual possession shall be inspected by staff of the NSH Electric Shop prior to delivery to individual's or residential units.

Electrical appliances and/or equipment in non-compliance will be returned to sender/vendor.

## APPENDIX LIST---(As Of 1/6/05)

The following items have been approved for Individual possession and/or control and are listed herein as described/noted:

ITEMS	PACKAGES RECEIVED BY MAIL (*FACTORY SEALED)	PURCHASED THROUGH NSH CAFE	PURCHASED THROUGH VENDOR (*FACTORY SEALED)	SUPERVISED ITEMS C-CONTROLLED ITEM S-DIRECT SUPERVISION	COMMENT  (INFORMATION ON ITEMS-LIMITS, CONTAINERS, ETC.)
<p>EDUCATIONAL MATERIALS/SUPPLIES:</p> <p>APPROVED FOR STUDENTS and/or GRADUATES OF "NEW START" &amp; "CHOICES" GROUPS:</p> <ol style="list-style-type: none"> <li>1. Soft Foam "RELAX-ABLE" Ball (1"-2")</li> <li>2. Small Stuffed Animal; No Metal Parts, (5"-8")</li> <li>3. Soft Beanie Babies (3"-5")</li> <li>4. Bubbles (2oz. solution in plastic container with wand; no string)</li> <li>5. Kaleidoscope (4.5", cardboard tube with plastic filling)</li> <li>6. Flying disk; soft plastic</li> </ol>					<p>All items listed may be in possession of "NEW START", "CHOICES" students and/or graduates, with concurrence of Treatment Team.</p>